



**AGENDA
CITY OF CEDAR FALLS, IOWA
STANDING COMMITTEE MEETING
MONDAY, DECEMBER 05, 2022
5:50 PM AT CITY HALL, 220 CLAY STREET**

Committee meetings will begin at the time noted above with succeeding Committee meetings starting immediately following the conclusion of the previous meeting. Time periods for individual topics represent an estimate and is based on the time of completion of the previous Committee topic.

Call to Order

Roll Call

Finance & Business Operations Committee

1. Grow Cedar Valley Update.
(20 Minutes)

Committee of the Whole

1. Council Policy on Official City Proclamations.
(10 Minutes, Mayor Rob Green)
2. Council Policy on Public Awards and Recognition.
(10 Minutes, Mayor Rob Green)
3. Council Policy on Boards and Commissions Interviews.
(10 Minutes, Mayor Rob Green)



Cedar Falls City Council Work Session – December 5, 2022

Cary Darrah
CEO

Mike Mallaro
Grow Cedar Valley Board Chair

Stephanie Detweiler
Workforce Solutions Coordinator

Lisa Skubal
Vice President, Economic Development

Agenda

- | | |
|---|--------------|
| 1. Opening Remarks | C. Darrah |
| 2. External Marketing & Business Growth | L. Skubal |
| 3. Talent Initiatives | S. Detweiler |
| 4. Closing Remarks | M. Mallaro |

Cedar Falls City Council Update

MAY 1, 2022 THROUGH OCTOBER 31, 2022

GROW
CedarValley
Business. Community. *Opportunity*

Grow Cedar Valley
360 Westfield Ave., Ste 300
Waterloo, IA 50701
319/232.1156
www.growcedarvalley.com
Cary Darrah, President & CEO
cary@growcedarvalley.com

Cedar Falls Economic Development Results

A fundamental part of economic development work is to attract new businesses and support existing businesses to diversify the economy and reduce the region's vulnerability. Grow Cedar Valley (GCV) works very closely with the City's economic development staff and many other public and private partners with these collaborative efforts.

Marketing Lead Generation

- Domestic Lead Generation. Goal is to identify 4 qualified leads for the Fall 2022 initiative. The figures on the right breaks down the data. GCV will be reviewing an additional list of companies for lead generation. The geographic area will be extended from the Midwest further out in the US. Historically, GCV finds more interest from companies east of the Cedar Valley. Targeted companies include durable and non-durable goods manufactures, logistics and distribution and chip manufacturers. The latter was included because of the recent federal priority to encourage more domestic manufacturing of computer chips.
- Project Engage – From May-June, 52 targeted companies were identified having viewed GCV's website. Follow up is being conducted to identify expansion plans. GCV also found the list included corporate offices of our existing businesses who have recently announced expansion over the last two years.
- Site Selection Guild – GCV staff participated in a virtual table talk with seven site selection consultants pitching Cedar Falls and the Cedar Valley in August 2022. Discussion included sharing the current state of site selection and how consultants are managing workforce availability with their clients. GCV's application was approved to attend (invite only) Site Selection Guild's annual conference in March 2023. The Guild selects a certain number of economic developers to meet with the top 60 site selection consultants in the US for two days.
- Chicago Site Selection Visits - Through Cedar Valley Regional Partnership, industrial parks were presented through 7 sit down meetings with consultants in September. GCV participates in CVRP initiatives.
- Site Selection E-Newsletter - Approximately 195 site selectors received an email with updates on new development, available sites and changes in state tax structure. These e-newsletters are sent out annually.

Domestic Lead Generation (November 1, 2022)

Compiled Companies - 630
Goal - Identify 4 qualified leads
outreaches: 1,902
Qualified Leads: 1
Pending Rescheduled: 1

Sample Responses from Outreach

6 or more attempts; no response - 186
Bad Data - 55
Regional Business - 56
Branch/Subsidiary - 40
No expansion plans - 35
Acquired/Bankrupt - 26
Expansion Elsewhere - 12

- Netherlands Support - When the city chose to visit Europe to visit the corporate headquarters of two of existing Cedar Falls businesses, GCV supported city staff with providing Cedar Valley marketing material and direct outreach to long term leads GCV identified in a previous lead generation campaign to identify interest and availability to meet with the city delegation.

For more information and questions contact
lisa@growcedarvalley.com

Cedar Falls Economic Development Results Cont.

Opportunities/Projects

	Capital Investment	Job Potential	External Projects	Existing Projects
New*	\$238.75M	1,015	9	0
Total Active	\$403.75	1,201	19	1

**Includes new projects occurring between the months of May 1, 2022 through October 31, 2022; some projects occurring during this timeline minus those that may have eliminated Cedar Falls during that same period.*

Note: Job Potential and Capital Investment won't correlate; some projects don't provide both or either figure. Information available depends on the project's stage; some projects are more advanced than others.

9 New Projects

20 Total Active Projects

6 Prospect Proposals/
Info sent to leads
(does not represent multiple communications)

Existing Business Services to Cedar Falls Companies

9
Business Services

Information/services provided included discussion on expansion/retention and/or barriers such as workforce; including issues related to managing supply chain and businesses during COVID-19.

External Prospect Engagement - Cedar Falls

2
External Prospect Visit

2
Virtual Prospect Introduction

Cedar Falls Economic Development Results Cont.

Manufacturing Initiatives

Iowa Manufacturing 4.0 Supplier Connection Portal
Grow Cedar Valley and Hawkeye Community College partnered with the Iowa Economic Development Authority's newly-launched Supplier Connection Portal. This statewide portal will help manufacturers connect with each other to become part of a greater supply chain. Webinar took place Tuesday, May 10th. Approximately 19 Cedar Valley manufacturers attended the virtual meeting with most signing up afterwards.

WEBINAR: IOWA MANUFACTURING SUPPLIER CONNECTION PORTAL
TUESDAY, MAY 10 | 11:30 AM - 12:15 PM

Join IEDA's Innovation Team for a webinar to walk through how to use the portal, learn more about the supply chain benefits and ask questions regarding the Iowa Manufacturing 4.0 Initiative.

[Click Here](#) to learn more and register

For questions contact: info@iowamfg.com

IOWA MANUFACTURING 4.0
The Iowa Economic Development Authority is proud to share the newly-launched Supplier Connection Portal with manufacturers across the state. The Iowa Supplier Connection Portal helps Iowa manufacturers connect with each other, gain more visibility, diversify portfolios and become part of a greater supply chain. With no charge for companies to create a profile and participate, the portal creates a supportive space for manufacturing opportunities of all sizes to grow in the state.

IOWA
GROW Cedar Valley
HAWKEYE COMMUNITY COLLEGE
GWAP

The Cedar Valley Manufacturers Association

Grow Cedar Valley began partnering with industry leaders in March '22 to relaunch the Cedar Valley Manufacturing Association.

Priority Areas Identified by Manufacturers

- Support the alignment of the IGNITE program between lower and higher education.
- Provide educational support for upcoming workforce starting at grade school to ensure the demographics of the manufacturing workforce match the demography of the community.



Airport Advocacy

GCV's advisory committee helps guide the Airport Director, Airport Board and the city on airport service, industry trends and introductions and conversations with other carriers. Committee support includes:

- Provide feedback on the airport website and revisiting establishing a Loyalty Program.
- Grow Cedar Valley continues to participate in the Airport Marketing Committee assisting in the design and placement of Billboards.
- Representing the Air Service Working Group, David Deeds attended the Routes/Take-off ASD in Las Vegas in mid-October along with Will Berchelmann from Volaire Consulting held scheduled meetings with five airlines along with two informal discussions with additional airlines. Follow up currently being done and updates provided as warranted.

Workforce Solutions

Telling our Story

NEW Livability Cedar Valley Magazine

Grow Cedar Valley and Cedar Valley Regional Partnership have partnered with Livability Media to produce a new top-tier talent attraction magazine. 5,000 copies have been printed with planned distribution and marketing occurring in November/early December. This annual publication will be distributed across regional hotels/motels, welcome centers, at all of our upcoming newcomer events and community tours, and free to use by businesses and area organizations to attract talent to the region.

A digital copy will be available soon at - livethevalley.com



Welcoming Newcomers to the Cedar Valley

GCV hosted a Cedar Valley Welcome Reception on Tuesday, May 24th. The event was free to all, this event is a chance to welcome newcomers to the Cedar Valley and connect them with everything our community has to offer. 35 people attended including those moving to the area for the first time and those who returned home after living somewhere else. Individuals representing the cities attended including Experience Waterloo and Cedar Falls Visitors & Tourism Bureau.



We're delighted you've chosen to build your career, your future, and your life in the Cedar Valley. To celebrate your move here, we're hosting a party so you can meet other new residents and enjoy food, beverages, and door prizes. Plus, learn about community resources and familiarize yourself with all the region has to offer so you truly will begin to feel at home.

5

Of sixteen Human Resource Professionals visited between September-October were Cedar Falls businesses. Purpose is to establish relationship and identify present needs to attract and retain workforce. This is part of a larger initiative of GCV to create a Human Resource Advisory Group to guide GCV on programming and initiatives to support Cedar Falls' existing businesses.



Barriers to Employment

The Cedar Valley's talent shortage and economic inclusion are tied together and require a mix of strategies aimed at individuals (employees) and employers. All of these efforts are intended to result in decreasing the unemployment rate and increasing the median income level.

Current active projects include:

- **Transportation:** Currently in discussions with INRCOG, MET Transit, and several other community funders/partners to review tactical opportunities to improve transportation access as a barrier to employment, including possible direct employment routes.
- **Immigration & Refugees:** In September, Hawkeye Community College hosted a J1-Visa Informational Meeting in person and virtually. This meeting was based on the feedback from existing businesses who expressed interest in understanding the scope of the program and how it could benefit a company's ability to attract international workforce. For a link to the recording contact Stephanie Detweiler stephanie@growcedarvalley.com
- **The 2022 Diversity & Economic Inclusion Summit:** The DEI Summit occurred on Friday, October 21st at the Hilton Garden Inn in Cedar Falls with 262 people attending. The annual event covers topics that provide employers with the tactical information and tools needed to hire and retain an increasingly diverse workforce.

Look for more information on the 2023 Diversity & Inclusion Summit after the first of the year.

Entrepreneurship

CO.STARTERS

This past spring, Grow Cedar Valley collaborated with Red Cedar to offer again CO.STARTERS, a 10-week business training program for new business startups. The program combines business training from experienced business mentors with a peer-to-peer cohort model.

The Spring cohort concluded in June with 7 Cedar Valley-based business startups graduating. This is a joint effort with Red Cedar.



Placemaking/Image

One of the priority areas from GCV's strategic planning is enhancing the Image of the Cedar Valley, making it a place of choice for individuals/workforce and businesses.

Grow Cedar Valley partnered with INRCOG and John Deere Waterloo operations to create a scope of work to address vision of enhancing the Cedar River – connecting downtown Cedar Falls and downtown Waterloo. Vandewalle & Associates was hired to assemble Phase One Scope of Work for this visioning effort. Phase Two will include a plan to implement a portion of the vision. Grow Cedar Valley's Board of Directors approved supporting Phase Two at their November 15, 2022 meeting.

While going through the original visioning for Phase One, Governor Reynolds released a grant opportunity – Destination Iowa - for regional, transformational projects designed to help “move the needle” on Placemaking efforts.

There was a core portion with shovel ready pieces from Phase One that qualify for the new State grant; \$5.6 million was recently requested for funding by the City of Waterloo as the lead applicant and the City of Cedar Falls as the co-applicant. If awarded, this grant would jump start the bigger vision which will include enhancing the river to the north of Cedar Falls and south of Waterloo and the inclusion of additional communities along the Cedar River.





Cedar Valley Leadership Institute

The CVLI Class of 2022-2023 is made up of 44 emerging leaders who represent 33 businesses in the Cedar Valley.



- Retrieving Freedom
- Cedar Falls CAPS
- Woodruff Construction
- Veridian Credit Union
- Trinity Industries
- VGM Homelink
- John Deere
- Unity Point Health
- InVision Architecture
- Farmers State Bank
- Cedar Falls Schools
- The VGM Group
- CUNA Mutual
- First Interstate Bank
- Northwestern Mutual
- Peters Construction
- Community Bank & Trust
- Junior Achievement
- Tri-County Head Start
- Dupaco Credit Union
- University of Northern Iowa
- Leader Valley
- City of Cedar Falls
- RSM US LLP
- Grundy National Bank
- Western Home Communities
- Waterloo Public Library
- Community Foundation of Northeast Iowa
- Amperage Marketing & Fundraising
- Waterloo Convention Center
- Vine Valley Real Estate
- CBE Group
- ACCEL Group

Added Benefits

Other Services to the City of Waterloo



Times the City's directory listing was viewed on the Grow Cedar Valley website (over the last 12 months)



Ribbon Cuttings for Cedar Falls Businesses. City staff is notified so they can also attend.



Jobs posted by the City of Cedar Falls on the Grow Cedar Valley job board have been viewed 2014 times in the past 12 months.

Government Affairs & Advocacy

Grow Cedar Valley staff attends Cedar Falls Council Meetings on a regular basis and, as needed, will speak on projects relevant to the growth and development of the City of Cedar Falls.



Current legislative priorities approved by GCV's Board of Directors on November 15, 2022 include Talent Attraction, Retention and Recruitment; Placemaking; and Economic Growth and is attached. The priorities will also be upload soon at:

<https://www.growcedarvalley.com/business/government-affairs/>

The annual Pre Legislative Reception will be held on Tuesday, August 6th at the Isle Casino Hotel from 4:30 p.m. to 6:30 p.m. To register email Bette@growcedarvalley.com



Meet Grow Cedar Valley Staff

Elevate the economic vitality of our businesses and communities



Cary Darrah
President & CEO
PH 319/888-4903



Stephanie Detweiler
Workforce Solutions Coordinator
PH 319/888-4904



Steve Firman
Director of Government Affairs
PH 319/239-6067



Barb Leistad
Office Manager
PH 319/888-4901



Nicole Sallis
Director of Communications
PH 319/888-4909



Jim Schaefer
Director of Investor Relations
PH 319/888-4906



Lisa Rivera Skubal, CECD
Vice President of Economic Development
PH 319/888-4907 ext. 4907



Sandi Sommerfelt
Vice President of Operation
PH 319/888-4911



Bette Wubbena
Events Director
PH 319/888-4902



MAYOR ROBERT M. GREEN

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

Item 1.

MEMORANDUM

Office of the Mayor

FROM: Mayor Robert M. Green
TO: Cedar Falls City Council
DATE: November 23, 2022

SUBJECT: Approval of New Official City Proclamations Policy (CFD 1127)

1. My study of the Mayor's duties has led me to conclude that the City Code of Ordinances does not grant the Mayor the authority to independently issue official proclamations, and so I am immediately discontinuing this practice.
2. I do believe that official proclamations are an important communications tool for expressing the opinions, support, and recognition of the local government on noteworthy anniversaries and other special dates. To properly enable these proclamations to be generated, I've created a new proclamation process with the help and advice of Jacque Danielsen (City Clerk) and Amanda Huisman (Communications Specialist).
3. Key aspects of this this new process are:
 - a. **I will no longer initiate proclamations.** Many of the proclamations I read last year were not requested by citizens in the current year, but often were pulled from the previous year's file and re-issued. I anticipate that ending this practice will drop the proclamation count by at least half.
 - b. **The City Council will approve all city proclamations.** These will be part of the consent calendar (all as a single item with cover memo). I will sign the proclamations once approved by council.
 - c. **I will no longer read proclamations during council meetings.** Instead, I will work with the submitter for other suitable venues.
4. In this new process, Amanda Huisman will take on the primary role of quality-checking incoming proclamations and forwarding them to the City Council for approval in the regular meeting; I will still have the role of approving their inclusion in the council packet for your consideration per Section 187-2(b)2 of the City Code of Ordinances.
5. Thank you for your consideration of this new policy, which is similar to proclamations processes for other cities. Please contact me with any questions.

Encl: (1) CFD 1127: Council Policy – Official City Proclamations

Xc: City Administrator

###

CFD 1127: Council Policy – Official City Proclamations

Approved XXXX XX, XXXX by the Cedar Falls City Council

PURPOSE:

To provide guidance for the submission, approval, and publishing of official city proclamations.

POLICY:

It is the policy of the City of Cedar Falls to recognize important civic events and other special occasions with an official proclamation.

PROCEDURES:

1. Submission Criteria.

A. Proclamations may be requested by:

- 1). Residents of the City of Cedar Falls.
- 2). Organizations with direct connections to Cedar Falls.
- 3). City of Cedar Falls council members or employees.

B. Proclamations should have a demonstrable tie to Cedar Falls, which may include significant accomplishments by residents, noteworthy historical anniversaries, “Year of...” declarations, or other special commemorations of days, weeks or months by Cedar Falls residents and organizations.

C. The City of Cedar Falls reserves the right to deny any proclamation request.

2. Proclamation Submission.

A. Proclamation requests shall be submitted to proclamations@cedarfalls.com.

B. Information required for an official city proclamation request are:

- 1). Submitter Name (plus title / organizational affiliation as appropriate).
- 2). Submitter Mailing Address and E-mail Address.
- 3). Date of Need for Signed Proclamation.
- 4). Desired Presentation Venue (Mayor’s Office, City Studio, Site Visit, other).
- 5). Draft Proclamation Text (including 3-6 Whereas Clauses and a Therefore Clause).

C. Requests must be submitted to the city’s Communications Specialist at least 30 days prior to the desired proclamation date. Approval well in advance will allow the greatest flexibility for scheduling a video shoot or other special publishing arrangement.

- D. The city reserves the right to edit proclamations for clarity and brevity, and will normally consult with the submitter regarding any substantive changes.

3. **Proclamation Approval.**

- A. The Communications Specialist shall convert the submitted and edited text into the city's standard proclamation format, and shall then submit all requested proclamations for council approval under a single cover memo.
- B. The City Council shall consider proclamation requests as a single item in the consent calendar during the earliest available regular council meeting.
- C. Proclamations shall not normally be read aloud during council meetings, in the interest of council meeting efficiency.

4. **Proclamation Publication.**

- A. After approval by the City Council, the Mayor shall sign the final formal proclamation document under the city seal within a formal presentation folder.
- B. The Mayor shall promptly return the signed proclamation to the submitter, and will normally offer a photo opportunity in the Mayor's Office, a site visit, social media broadcast, or other location and date/time as agreed upon by the submitter and Mayor.

5. **Emergency Proclamations exempted.**

- A. As described in Iowa Code 372.14, the Mayor may govern the city by proclamation when a time of emergency has been determined to exist, within the limits imposed by City Code Section 16-133.
- B. Such proclamations shall be exempt from the procedures contained in this policy document.

ADOPTED / AMENDED:

XX/XX/XX



MAYOR ROBERT M. GREEN

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

Item 2.

MEMORANDUM

Office of the Mayor

Robert M. Green
FROM: Mayor Robert M. Green
TO: Cedar Falls City Council
DATE: November 23, 2022

SUBJECT: Approval of New Public Awards and Recognition Policy (CFD 1128)

1. The city currently has no formal guidance on the recognition of citizens by the city; to remedy this, I am sending for your consideration a policy document which details the various City awards for outstanding public achievement and service to Cedar Falls by the general public. Significantly, this policy would establish a new **Key to the City** award, which would be reserved for only the highest accomplishments.
2. I believe the various levels of recognition will meet the needs of the city, but additional awards could be generated if needed. I have budgeted \$1290 for all awards in FY2024 (\$800 of which is reserved to support the existing Mayors Volunteer Service Awards).
3. Thank you in advance for your consideration of approval. I am looking forward to formalizing the awards process to ensure that citizens receive the recognition they deserve for their meritorious actions.
4. Please contact me with any questions, concerns or suggestions for future versions.

Encl: (1) CFD 1128: Council Policy – Public Awards and Recognition

Xc: City Administrator

###

CFD 1128: Council Policy – Public Awards and Recognition

Approved XXXX XX, XXXX the Cedar Falls City Council

PURPOSE:

To establish standards and guidance for recognition of citizens through official city awards.

POLICY:

It is the policy of the City of Cedar Falls to celebrate the meritorious actions of citizens through special formal recognition, to include plaques, trophies and other awards purchased with city funds budgeted for that purpose.

PROCEDURES:

1. Applicability.

- A. These procedures apply to recognition of members of the public, city elected officials, and boards and commission members.
- B. City employees will be recognized under a separate policy to be maintained and approved by the City Administrator.

2. Funding.

- A. Funding for public awards and recognition items shall be paid through the Mayor's budget.
- B. No financial awards or other similar gratuities are authorized as part of this program.

3. Awards, Precedence and Requirements.

- A. The awards program is designed to allow for the appropriate recognition of members of the public across a broad spectrum of achievement, from minor to truly exceptional.
- B. Award levels are as follows, in order of precedence from highest to lowest:
 - 1). The Key to the City.
 - a. The Mayor may award the Key to the City to a member of the public who reflects great credit on Cedar Falls through nationally or globally noteworthy actions, or who otherwise demonstrates extreme merit.
 - b. A presentation ceremony shall be arranged by the Mayor's Office at City Hall or other appropriate location, for public and media attendance. The mayor shall issue the award on behalf of the City and People of Cedar Falls.
 - c. A record will be kept of all recipients of the Key to the City.



*Key to the City Engraved Plaque – approximately \$120
(Photo to be replaced with local example once produced)*

2). Cedar Falls Representative Citizen.

- a. Each year the City of Cedar Falls recognizes one outstanding citizen as the Cedar Falls Representative Citizen of the Year.
- b. This award, implemented in 1964, is determined each March by a special committee composed of prior Representative Citizens (as voting members) and the Mayor (as non-voting member).
- c. The recipient is publicly recognized at the annual John Milton Overman Business & Industry Awards.

3). Cedar Falls Honorary Resident.

- a. Any non-resident may be made an honorary resident of Cedar Falls by the Mayor, in recognition of the non-resident's spirit of community, connectedness, and affinity for Cedar Falls. Recipients will receive a plaque and a wallet card.
- b. No legal rights are accorded with this recognition, though the City Council may choose to grant special privileges to honorary residents.

4). Distinguished Service Award.

- a. The Mayor may authorize a Distinguished Service Award to any person performing exceptional service to the City and People of Cedar Falls for an extended period of time. Specific actions which merit awarding a Distinguished Service Award include:
 - (a) 20 years of service (combined) on City boards and commissions and/or as a member of the Cedar Falls City Council.

- (b) Exemplary long-term performance while serving in an organization which directly benefits the people of Cedar Falls.
 - b. The Distinguished Service Award shall be accompanied by a citation detailing the citizen's service or actions which warrant the issuing of this award.
- 5). Certificate of Merit.
- a. In cases of individual merit or service to the City, the Mayor may award a Certificate of Merit to a member of the public during the Special Presentations segment of a City Council Meeting.
 - b. A citation will accompany the award to note the reason for the special recognition; this citation will be read by the Mayor during the presentation.
 - c. Specific actions which merit a Certificate of Appreciation include:
 - (a) Completion of service on City boards and commissions and/or as a member of the Cedar Falls City Council for a total of less than 20 years.
 - (b) Completion of successful service as a neighborhood association leader.
- 6). Mayors' Volunteer Award and Top Teen Volunteer Award.
- a. The combined mayors of the Cedar Valley annually recognize top community volunteers from throughout the Cedar Valley. This program is administered through the Volunteer Center for Cedar Valley (VCCV).
 - b. All nominees are recognized with a VCCV-provided certificate, and awardees receive a display trophy.
- 7). Mayor's Letter of Commendation.
- a. The mayor may provide a Mayor's Letter of Commendation to recognize a citizen's commendable achievement, without a special ceremony or plaque.
 - b. The letter, on mayor's letterhead, will be mailed in a standard city envelope to the recipient.
- 8). Mayor's Challenge Coin.
- a. The Mayor may award a coin in-person to any non-employee demonstrating significant initiative and community spirit. Due to the visibility / desirability of 'coining' this recognition may be given in combination with any other award.



Mayor / Administrator Challenge Coin Front & Back (1.5" diameter)

9). City of Cedar Falls Lapel Pin.

- a. Upon taking city elected or appointed office, public members will be recognized by the mayor with a City Service Lapel Pin.
- b. Upon request of the individual, longevity pins will additionally be awarded for 5, 10, 15, or 20 years of service as an elected or appointed official (either continuous or non-continuous).



City Service Lapel Pin (1/2" Square)

ADOPTED / AMENDED:

XX/XX



MAYOR ROBERT M. GREEN

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

Item 3.

MEMORANDUM

Office of the Mayor

FROM: Mayor Robert M. Green
TO: Cedar Falls City Council
DATE: November 28, 2022

SUBJECT: Approval of New Boards and Commissions Interview Policy (CFD 1132)

1. The council has customarily interviewed candidates for certain boards and commissions before final council approval.
2. I have attached a draft Council Policy to document the existing process, for the sake of consistency and expectations management. The guidance in this policy does not appear to be formally documented in writing anywhere else (code, resolution, etc.).
3. If the Council would prefer to not conduct interviews of candidates at Standing Committee meetings, then that guidance (which I believe is simply a custom) can be expressed to me by the Committee of the Whole, and we will simply end the practice. In that case, this new policy draft can be disregarded.
4. Please contact me with any questions, concerns or suggestions.

Encl: (1) CFD 1132: Council Policy – Boards and Commissions Interviews

Xc: City Administrator

###

CFD 1131: Council Policy – Boards and Commissions Interviews

Approved XXXX XX, XXXX by the Cedar Falls City Council

PURPOSE:

To outline Council Standing Committee interview requirements for certain boards and commissions.

POLICY:

It is the policy of the Cedar Falls City Council to require that the mayor's nominees for certain boards and commissions appear before a Council Standing Committee for interview prior to appointment.

PROCEDURES:

1. General guidelines.

- A. Some appointed positions in the city possess significant independent authority over Cedar Falls citizens and governmental processes. This inherent power warrants close scrutiny by the City Council for all proposed appointees to these positions.
- B. The Council has established an interview process to ensure sufficient council oversight of the appointment process. City boards and commissions requiring Standing Committee interviews prior to appointment are:
 - 1). *Board of Adjustment* – Interviewed by the FBO Standing Committee.
 - 2). *Library Board of Trustees* – Interviewed by the FBO Standing Committee.
 - 3). *Planning and Zoning Commission* – Interviewed by the Community Development Standing Committee.
 - 4). *Utilities Board of Trustees* – Interviewed by the Public Works Standing Committee.

2. Interview Requirements.

- A. Interviews shall be budgeted at ten minutes per nominee, as the first time in each Standing Committee meeting. The committee may take more or less time, as desired.
- B. The committee packet shall include the mayor's appointment letter as well as the nominee's General Application for Boards and Commissions and Candidate Questionnaire.

3. Consideration by Standing Committee.

- A. After interview, appointments shall only be considered in the next following council meeting, to allow council members at least 14 days to consider the nomination.
- B. Appointment letters for nominees unable to appear before the standing committee shall only be included on the regular council agenda with the consent of four council members.